

ADMINISTRATIVE SECRETARY

Fire Department

General Statement of Duties: Assists the Fire Chief by performing a wide variety of administrative and clerical duties; does related work as required.

Distinguishing Features of the Class: The employee of this class is responsible for managing all clerical and office duties in the Fire Department. Work is performed under general supervision with incumbent exercising a high level of independent judgment. The work of this class is distinguished from other clerical positions by its broader scope of responsibility and the wider amount of latitude and independence afforded. Incumbent is called upon to interpret and advise the public on City ordinances and policies.

Areas of Accountability:

1. Performs secretarial and office management duties.
 - Types a variety of materials including letters, reports, forms, statistical material, etc. using work processing software.
 - Acts as receptionist for Personnel Division;
 - Prepares memos and resolutions for City Council agenda;
 - Processes requests for duplicating services.
 - Maintains an inventory of necessary office supplies.
 - Handles incoming and outgoing mail and inter-office correspondence.
 - Operates personal computer, copy machine and fax machine.
2. Keeps records, organizes and maintains files; compiles information and statistics.
 - Processes and maintains division records of purchases and prepares bills for payment;
 - Maintains the departmental personnel records;
 - Prepares departmental payroll.
 - Maintains confidentiality of records.
 - Prepares Personnel Action forms when necessary;
 - Maintains attendance, vacation, and pay records of departmental employees.
3. Establishes effective working relationships with public and staff.
 - Contacts staff and public to obtain information or to discuss matters of mutual interest;
 - Handles and screens complaints made by employees and the general public;
 - Interprets and informs staff in matters relating to City policies, procedures and union contracts;
 - Advises public in regards to City ordinances and policies.

4. Performs other duties as required.

Required Knowledge, Skills, and Abilities: Knowledge of general office procedures; knowledge of record keeping and filing procedures; ability to type at a rate of 50 words per minute; skill in operating calculator; ability to use personal computer, spreadsheet, database, and word processing application programs; ability to communicate effectively both orally and in writing with staff and public; ability to maintain effective interpersonal relationships with public and others; ability to work accurately with numbers and codes; ability to organize files and records; skill in arithmetic computation and reasoning; ability to compose and edit documents including knowledge of spelling, office vocabulary and grammar; ability to perform general work assignments with minimum supervision.

Acceptable Training and Experience: A combination of experience and/or formal training equivalent to completion of a standard high school course with two years full time work experience performing responsible clerical duties relevant to this position.

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